PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
Tuesday, June 17, 2025, 12:30 p.m.
Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building
301 Centennial Mall South, Lincoln, Nebraska
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AGENDA

A. Opening 12:30 p.m.

B. Notice of Meeting (Adopt Agenda)

C. Chair's State of the Board Report

D. Director's Comments

E. General Public Comments

F. Review of 2024-25 Strategic Planning Goals and Objectives 1-2

G. Compliance

1. Review of Enforcement/Investigations 1-4
2. Enforcement of Real Property Appraiser Act
3. Enforcement of Appraisal Management Company Registration Act
4. Investigative Processes and Procedures
    a. Title 298 – Ch. 8
    b. Internal Procedural Documents
        i. 201706 - Timeliness Requirements for Appraisal Reviews
        ii. 201901 - NRPAB Board Member Investigation Guidelines
        iii. 201902 - NRPAB Consent Agreement Negotiation Guidelines
        iv. 201903 - Intent of the NRPAB Regulatory Program
        v. 201904 - NRPAB Special Assistant Attorney General Grievance Guidelines
        vi. 201905 - Documentation Provided to a Respondent during an Investigation
        vii. 201906 - NRPAB SME Investigation Guidelines
        viii. 201907 - Investigation of AMC that Ceases Operation and Fails to Maintain a Surety Bond for One Year
        ix. 202501 - Written Advisory Letters
    c. Guidance Documents
        i. 17-03: Credentialing Applicant Advisory Meeting Information – Adopted June 15, 2017 (https://appraiser.ne.gov/docs/pdf/guidance_documents/17-03_Credentialing_Applicant_Advisory_Meeting_Information.pdf)
        ii. 20-01: Consideration of Disciplinary Action Imposed Against a Real Property Appraiser by Another Appraiser Regulator Agency – Adopted October 15, 2020 (https://appraiser.ne.gov/docs/pdf/guidance_documents/20-01_Consideration_of_Disciplinary_Action_by_Another_Appraiser_Regulator_Agency.pdf)
5. Other Executive Session Items

6. Forms
    a. Grievance Against Appraiser (https://appraiser.ne.gov/Enforcement/pdf/Appraiser_Grievance_Form.pdf)
    b. Grievance Against AMC (https://appraiser.ne.gov/Enforcement/pdf/AMC_Grievance_form.pdf)
    c. Appraisal Reporting Form (https://appraiser.ne.gov/Enforcement/pdf/Appraisal_Reporting_Form.pdf)
7. Short- and Long-Term Goals and Objectives

H. Credentialing and Registration

1. Review of Current Credential Holders/AMC Registrations 1-7
2. Review of Credential Holder Renewals 8-9
3. 2022-29 Credential Holder/AMC Registration Projections 10-12

4. Real Property Appraiser Credentials
    a. General Discussion
    b. Real Property Appraiser Qualifications
    c. Real Property Appraiser Credential Renewal
    d. Supervisory Real Property Appraiser
    e. Processes and Procedures
        i. Credentialing through Education, Experience, and Examination (Title 298 – Ch. 2)
        ii. Credentialing through Reciprocity (Title 298 – Ch. 3)
        iii. Renewal of Active Credential (Title 298 – Ch. 4)
        iv. Inactive Status (Title 298 – Ch. 5)
        v. Guidance Documents
            a) 17-02: Software Specific Training – Adopted June 15, 2017 (https://appraiser.ne.gov/docs/pdf/guidance_documents/17-02_Software_Specific_Training.pdf)
            b) 17-03: Credentialing Applicant Advisory Meeting Information – Adopted June 15, 2017 (https://appraiser.ne.gov/docs/pdf/guidance_documents/17-03_Credentialing_Applicant_Advisory_Meeting_Information.pdf)
            c) 21-03: Real Property Appraiser and AMC Applicant CHRC Carried Out by the Board – Adopted July 15, 2021 (https://appraiser.ne.gov/docs/pdf/guidance_documents/21-03_Appraiser_and_AMC_Applicant_CHRC_Carried_Out_by_Board.pdf)
            d) 24-01: PAREA Program Real Property Appraisal Practice Experience Evaluation (https://appraiser.ne.gov/docs/pdf/guidance_documents/24-01_PAREA_Program_Real_Property_Appraisal_Practice_Experience_Evaluation.pdf)
        vi. Internal Procedural Documents
            a) 201715 - Violation of Time Requirements in Neb. Rev. Stat. § 76-2236 (2)
            b) 201801 - Application of Late Processing Fee for Renewal Application Mailed with Insufficient Postage
            c) 202301 - Real Property Appraiser Applicant Experience Review Subcommittees
            d) 202501 – Written Advisory Letters

f. Forms
    i. Application for Nebraska Certified General Real Property Appraiser (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/EEE_CG_Application.pdf)
    ii. Application for Nebraska Certified Residential Real Property Appraiser (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/EEE_CR_Application.pdf)
    iii. Application for Nebraska Licensed Residential Real Property Appraiser (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/EEE_LR_Application.pdf)
    iv. Application for Nebraska Real Property Appraiser Credential by Reciprocity (https://appraiser.ne.gov/reciprocity/docs/Reciprocity_Application.pdf)
    v. Application for Trainee Real Property Appraiser Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Trainee_Application.pdf)
    vi. Application for Registration as Supervisory Real Property Appraiser (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Supervisory_Appraiser_Application.pdf)
    vii. Real Property Appraisal Practice Experience Log Cover Sheet (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Experience_Log_Cover_Sheet.pdf)
    viii. Real Property Appraisal Practice Experience Log (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/NRPAB_Experience_Log_Page_PDF_form.pdf)
    ix. Application for Inactive Status of Nebraska Real Property Appraiser Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Inactive_Status_Application.pdf)
    x. Application for Renewal of Nebraska Real Property Appraiser Credential (https://appraiser.ne.gov/Renewal_Application/pdf/2025-26_Credential_Renewal_Application.pdf)
    xi. Application for Two-Year Renewal of Nebraska Real Property Appraiser Trainee Credential (https://appraiser.ne.gov/Renewal_Application/pdf/2025-26_Trainee_Renewal_Application.pdf)
g. Short- and Long-Term Goals and Objectives
    i. Monitor real property appraiser credential renewal dates (long-term).
    ii. Explore opportunities to increase number of Nebraska resident real property appraisers (long-term).

5. Temporary Credential
    a. General Discussion
    b. Processes and Procedures (Title 298 – Ch. 3)
    c. Forms
        i. Application for Nebraska Real Property Appraiser Temporary Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Temporary_Application.pdf)
        ii. Application for Renewal of Nebraska Real Property Appraiser Temporary Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Temporary_Renewal_Application.pdf)
    d. Short- and Long-Term Goals and Objectives
6. Appraisal Management Company Registration
    a. General Discussion
    b. Initial Registration
    c. Renewal of Registration
    d. Processes and Procedures
        i. Title 298 – Ch. 7
        ii. Guidance Documents

e. Forms
    i. Application for Nebraska Appraisal Management Company Registration (https://appraiser.ne.gov/AMC/AMC_Registration_Application.pdf)
    ii. Application for Renewal of Nebraska AMC Registration (https://appraiser.ne.gov/AMC/AMC_Renewal_Application.pdf)
    iii. Federally Regulated AMC Nebraska Reporting Form (https://appraiser.ne.gov/AMC/Federally_Regulated_AMC_Annual_Reporting_Form.pdf)
f. Short- and Long-Term Goals and Objectives

I. Education

1. General Discussion
    a. Short- and Long-Term Goals and Objectives
2. Acceptance of AQB Approved Education Activities without Board Approval
    a. Short- and Long-Term Goals
3. Qualifying Education
    a. AQB Approval Eligibility of Nebraska Community College Real Estate Degree Programs
    b. Processes and Procedures
        i. Title 298 – Ch. 6
        ii. Internal Procedural Documents
            a) 202501 – Written Advisory Letters
    c. Application for Approval as a Qualifying Education Activity in Nebraska (https://appraiser.ne.gov/Education/Applications/QE_Activity_Application.pdf)
    d. Short- and Long-Term Goals and Objectives
        i. Encourage trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to trainee real property appraisers (long-term).
        ii. Request that supervisory real property appraisers with trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser encourage their trainee real property appraisers to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to supervisory real property appraisers (long-term).
4. Continuing Education
    a. Processes and Procedures
        i. Title 298 – Ch. 6
        ii. Internal Procedural Documents
            a) 202501 – Written Advisory Letters
    b. Forms
        i. Application for Approval as Continuing Education Activity in Nebraska (https://appraiser.ne.gov/Education/Applications/CE_Activity_Application.pdf)
        ii. Application for Renewal of Continuing Education Activity in Nebraska (https://appraiser.ne.gov/Education/Applications/CE_Activity_Renewal_Application.pdf)
    c. Short- and Long-Term Goals and Objectives

5. Supervisory Real Property Appraiser and Trainee Course
    a. Processes and Procedures
        i. Title 298 – Ch. 6
        ii. Internal Procedural Documents
            a) 202501 – Written Advisory Letters
    b. Application for Supervisory Real Property Appraiser and Trainee Course in Nebraska (https://appraiser.ne.gov/Education/Applications/Supervisor_Trainee_Activity_Application.pdf)
    c. Short- and Long-Term Goals and Objectives
6. Instructors
    a. Processes and Procedures (Title 298 – Ch. 6)
    b. Short- and Long-Term Goals and Objectives
7. Post-Secondary Education
    a. Short- and Long-Term Goals and Objectives
8. Board Representation/Offerings
    a. Short- and Long-Term Goals and Objectives

J. Personnel

1. General Discussion
2. Staff Positions
    a. Business Programs Manager 1-4
    b. Education Program Manager 5-8
    c. Licensing Programs Manager 9-11
3. Policies and Procedures
    a. Employee Handbook 12-48
    b. State of Nebraska Expense Reimbursement Policies 49-53
    c. NRPAB Personal Vehicle Use Authorization (Effective September 19, 2019) 54
    d. Board Member Orientation Packet 55-122
    e. Internal Procedural Documents
        i. 201702 - Employee Recognition
        ii. 201703 - Employee Reimbursement of Training and Education Tuition
        iii. 201707 - Director's Performance Review
        iv. 201802 - NRPAB Employee Real Property Appraisal Activity
        v. 201908 - NRPAB Personal Vehicle Use Policy
4. Conferences/Training
    a. AARO Conference
    b. LinkedIn Learning
5. Board Structure
6. Short- and Long-Term Goals and Objectives
    a. Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes and to address general work environment needs and/or changes (long-term).

K. Public Information

1. General Discussion
    a. Short- and Long-Term Goals and Objectives
        i. Encourage development of Memos from the Board, Facebook posts, and The Nebraska Appraiser articles that contain facts and information the appraisal business community may be interested in (long-term).
        ii. Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, documents posted to the NRPAB website, and other information that affects the industry (long-term).
        iii. Explore the development and implementation of an updated NRPAB logo (long-term).
2. Senator, Legislative Staff, and GPRO Open House/Roundtable
    a. Short- and Long-Term Goals and Objectives
3. NRPAB Website
    a. Processes and Procedures
        i. Internal Procedural Documents
            a) 201711 - Requests for Non-NRPAB Information to be Placed on the Website
    b. Short- and Long-Term Goals and Objectives
        i. Continue to monitor the effectiveness of current NRPAB website, repair bugs, make improvements, and add enhancements needed to address functionality or use (long-term).
        ii. Populate the Disciplinary History Search with all real property appraiser and AMC disciplinary action history for active credential and registration holders (long-term).
4. Memos from the Board
    a. Processes and Procedures
        i. Internal Procedural Documents
            a) 201712 - Blast Email Requests
            b) 201713 - Blast Email Policy
    b. Short- and Long-Term Goals and Objectives
        i. Continue utilization of Memos from the Board to disseminate important information in a timely manner that should not be held for the next release of The Nebraska Appraiser (long-term).
5. The Nebraska Appraiser Newsletter
    a. Processes and Procedures
    b. Short- and Long-Term Goals and Objectives
        i. Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner (long-term).
6. NRPAB Facebook Page
    a. Processes and Procedures
    b. Short- and Long-Term Goals and Objectives
        i. Continue utilization of the NRPAB Facebook page to disseminate important information in a timely manner that that appraisal business community and general public would otherwise not be aware of, such as documents posted to the NRPAB website, meeting information, and NRPAB policy and business information (long-term).

L. Administration

1. General Discussion
   a. Short- and Long-Term Goals and Objectives
2. Utilization of AI to Automate Tasks, Assist with Customer Service, and/or Data Analysis
   a. Short- and Long-Term Goals and Objectives
3. Policies and Procedures
   a. New or Recommended
   b. Internal Procedural Documents
      i. 201701 - Endorsement of an Appraiser
   c. NRPAB Meetings
      i. Agenda Structure
   d. Request Forms
      i. Confidentiality Waiver (https://appraiser.ne.gov/request_forms/docs/confidentiality_waiver.pdf)
      ii. Real Property Appraiser Document Request Form (https://appraiser.ne.gov/request_forms/docs/request_form.pdf)
      iii. Real Property Appraiser Information Change Form (https://appraiser.ne.gov/request_forms/docs/Appraiser_Information_Change.pdf)
      iv. Request for Criminal History Record Information Form (https://appraiser.ne.gov/request_forms/docs/CHRI_Release_Form.pdf)
      v. NRPAB Services Agreement Amendment Request Form (NRPAB_Services_Agreement_Amendment_Request_Form.pdf)
      vi. AMC Document of Good Standing Request Form (https://appraiser.ne.gov/AMC/AMC_Good_Standing_Document_Request_Form.pdf)
      vii. AMC Information Change Form (https://appraiser.ne.gov/AMC/AMC_Information_Change_Form.pdf)
   e. Short- and Long-Term Goals and Objectives
      i. Continue to monitor the effectiveness of current processes and procedures, and update processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board's programs (long-term).
4. NRPAB Records Management
   a. Retention Schedule 71 1-6
   b. Policies and Procedures
      i. Guidance Documents
         a) 17-04 Public Records Policy – Adopted June 15, 2017 (https://appraiser.ne.gov/docs/pdf/guidance_documents/17-04_Public_Records_Policy.pdf)
   c. Short- and Long-Term Goals and Objectives
5. NRPAB Database
   a. General Discussion
   b. Credit Card Payment Option for Online Applications
   c. Online Application for Nebraska Real Property Appraiser Credential Through Reciprocity
   d. Online Applications for Approval as Education Activities in Nebraska
   e. Short- and Long-Term Goals and Objectives
      i. Continue to monitor the effectiveness of current NRPAB database, repair bugs, make improvements, and add enhancements needed to address program or use changes (long-term).
      ii. Explore online real property appraiser through E,E,&E initial applications, AMC initial applications, and other services that require payment of a fee (long-term).

6. Appraisal Review Services Contractor Program
    a. Processes and Procedures
        i. Internal Procedural Documents
            a) 201706 - Timeliness Requirements for Appraisal Reviews
            b) 201710 - Contracts for Work and Associated Fees
            c) 202101 - Appraisal Review Services Contractor Program Management
    b. Contractor Agreements
        i. Applicant Appraisal Review Services Agreement 7-14
        ii. Applicant Appraisal Review Services Agreement (Employee) 15-21
        iii. AARS Agreement Amendment 22
        iv. Subject Matter Expert Services Agreement 23-29
        v. Subject Matter Expert Services Agreement (Employee) 30-36
        vi. Hearing Officer Services Agreement 37-40
    c. Appraisal Services Contractor USPAP Compliance Review Report Summary Documents
        i. NRPAB Subject Matter Expert Services Contractor
        USPAP Compliance Review Report Summary 41
        ii. NRPAB Applicant Review Services Contactor
        USPAP Compliance Review Report Summary 42
    d. USPAP Compliance Review Report Forms
        i. 2024 USPAP Review Report Form
        (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/2024_Edition_USPAP_Review_Report_Form.pdf)
        ii. 2020-2021 USPAP Review Report Form
        (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/20-21_USPAP_Review_Report_Form.pdf)
        iii. 2018-2019 USPAP Review Report Form
        (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/18-19_USPAP_Review_Report_Form.pdf)
        iv. 2016-2017 USPAP Review Report Form
        (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/16-17_USPAP_Review_Report_Form.pdf)
        v. 2014-2015 USPAP Review Report Form
        (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/14-15_USPAP_Review_Report_Form.pdf)
    e. USPAP Compliance Review Report Check Sheets
        i. Applicant Appraisal Review Services Contractor
        USPAP Compliance Review Report Check Sheet
        (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/Applicant_Review_Report_Checklist.pdf)
        ii. Subject Matter Expert (SME) Services Contractor
        USPAP Compliance Review Report Check Sheet
        (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/SME_Review_Report_Checklist.pdf)

M. Appraisal Subcommittee

N. Appraisal Foundation

O. Government-Sponsored Enterprises

1. Fannie Mae
2. Freddie Mac

P. AARO

1. General Discussion
2. Membership

Q. Laws, Rules and Guidance Documents

1. General Discussion
2. Laws
   a. Real Property Appraiser Act (https://nebraskalegislature.gov/laws/search_range_statute.php?begin_section=76-2201&end_section=76-2250)
   b. Appraisal Management Company Registration Act (https://nebraskalegislature.gov/laws/search_range_statute.php?begin_section=76-3201&end_section=76-3223)
   c. Processes and Procedures
   d. Short- and Long-Term Goals and Objectives
      i. Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required (long-term).
3. Rules
   a. Title 297 (https://rules.nebraska.gov/rules?agencyId=59&titleId=167)
   b. Title 298 (https://rules.nebraska.gov/rules?agencyId=59&titleId=168)
      i. General Discussion
      ii. Real Property Appraiser Qualifications Criteria Language Correction 1-2
      iii. NSP National Fingerprint-Based Criminal History Background Check Fee Increase 3
   c. Processes and Procedures
   d. Short- and Long-Term Goals and Objectives
      i. Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed (long-term).
      ii. Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, maintain an effective enforcement program, and provide for better clarification and administration (long-term).
      iii. Adopt Title 298 changes to implement the Real Property Appraiser Qualification Criteria Effective January 1, 2026 for real property appraisers credentialed prior to January 1, 2026, but upgrade to a higher classification after January 1, 2026 and to change the CHRC Fee as increased by the Nebraska State Patrol (short-term).
3. Guidance Documents (https://appraiser.ne.gov/guidance_documents.html)
   a. Processes and Procedures
   b. Short- and Long-Term Goals and Objectives
      i. Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant (long-term).
4. Internal Procedural Document 4-18
   a. Processes and Procedures
   b. Short- and Long-Term Goals and Objectives
      i. Continue to adopt internal procedures as needed to assist with the Board's administration of its programs, and retire internal procedures that are no longer relevant (long-term).

R. Financial

1. Review of Current Fiscal Year 1-14
2. 2025-29 Projections 15-18
3. FY 2025-26 Budget 19-22
    a. Policies and Procedures
        i. AMC Fund/Appraiser Fund Split 23-24
        ii. Internal Procedural Documents
            1. 201704 - AMC Fund Cash Balance
            2. 201705 – Real Property Appraiser Fund Cash Balance
            3. 201709 - Appraisal Review Services Contractor Fees
            4. 202001 - Appraiser-AMC Funds Allocation Procedure
    b. Goals and Objectives
    c. State Health Plan Update 25-26
4. Fees 27
    a. Real Property Appraiser Program Fees
    b. Appraisal Management Company Registration Program Fees

S. SWOT Analysis

T. Adjourn